

Request for Quote (RFQ)

Title of Requirement: Financial Management Modernization Program (FMMP) Web Site Development and Management Support Blanket Purchase Agreement (BPA)

Tracking/Reference Number: Request for Quote (RFQ) MDA220-03-T-0006 (Amended)

Point of Contact: Please furnish quotes to James Lee, Defense Finance and Accounting Service, on or before 2:00 PM on Monday, 3 Feb 03. E-mail quotes to: James.Mullaney@DFAS.mil. Mail or deliver hard-copy quotes if e-mail is NOT feasible to: 1931 Jefferson Davis Highway, Crystal Mall 3, 9th Floor, Room 905, marked to the attention of James Mullaney. Preferred method of delivery for quotes is via e-mail.

Anticipated Performance Start Date: Three days following issuance of 1st BPA Call.

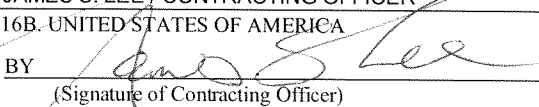
Security Classification: All personnel quoted to perform work under the resultant BPA must have and maintain a satisfactory National Agency Check to be eligible to be issued a DoD Building Pass.

Description: The intent of the Agency is to award a Single, Time and Materials, Blanket Purchase Agreement under a General Services Administration (GSA) Federal Supply Schedule (FSS) for a period of five years. Vendors submitting quotes shall submit their quotes using the GSA schedules. Please consider the following before submitting a quote for the services needed on behalf of the Agency:

1. Intent is to award a single, time and materials BPA over a five-year period, with an estimated Ceiling Price of \$10 million over the five-year period. Note, the Agency will review the requirement and the awarded BPA on an annual basis to ensure the Agency is receiving the "best value" of services in the FSS market place.
2. Market Research: Your firm has been selected as part of detailed market research, and it appears that your firm is able to submit a "best value" quotation within the framework of the GSA FSS Program.
3. Extent of Obligation: The Agency is obligated only to the extent of authorized purchases actually made under this BPA. This BPA will not obligate any Agency funds, only Calls placed against this BPA will obligate Agency funds.
4. Basis for Selection: Best Value. Please see paragraph titled, "Basis of Selection and Evaluation Factors" in the RFQ.
5. Prices. The Agency is seeking price reductions from the prices listed under your FSS published price list. The Federal Supply Schedules Program permits Contractors to offer price reductions from their price lists in accordance with commercial practice.

6. Authorization: Any Contracting Officer in the Agency (HQs DFAS) is authorized to make purchases under this BPA.
7. Terms and Conditions: The terms and conditions included in the BPA shall apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of the BPA will take precedence. Terms and conditions of this BPA are contained in your FSS contract and in this RFQ titled, "Contract Clauses". After the Agency awards the BPA, additional terms and conditions/provisions will address administrative matters such as invoicing, issuing Calls, etc.

Attachment: Standard Form 18, Request for Quotations
Standard Form 30 Amendment of Solicitation

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 21-Jan-2003		4. REQUISITION/PURCHASE REQ. NO. DWAM20480-RFQ		5. PROJECT NO.(If applicable)	
6. ISSUED BY DFAS ASD ARLINGTON 1931 JEFFERSON DAVIS HWY STE 4950 ARLINGTON VA 22240-5291		CODE HQ0421		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X 9A. AMENDMENT OF SOLICITATION NO. MDA220-03-T-0006			
				X 9B. DATED (SEE ITEM 11) 03-Jan-2003			
				10A. MOD. OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.							
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This amendment makes the following changes: a. Resolicits to send the RFQ to additional sources. b. Extends the time and date for receipt of quotes until 2:00 PM on Monday, February 3, 2003.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				JAMES S. LEE / CONTRACTING OFFICER			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY 		22-Jan-2003	
				(Signature of Contracting Officer)			

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

Changes in Solicitation/Contract/Order Form

The required response date has changed from 13-Jan-2003 to 03-Feb-2003

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ [] IS [X] IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 31 PAGES		
1. REQUEST NO. MDA220-03-T-0006	2. DATE ISSUED 03-Jan-2003	3. REQUISITION/PURCHASE REQUEST NO. DWAM20480-RFQ	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING		
5a. ISSUED BY DFAS ASD ARLINGTON 1931 JEFFERSON DAVIS HWY STE 4950 ARLINGTON VA 22240-5291			6. DELIVER BY (Date) SEE SCHEDULE			
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) JAMES MULLANEY (703) 607-1007			7. DELIVERY [X] FOB DESTINATION [] OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) OFFICE OF THE UNDER SEC. OF DEFENSE COLONEL REBECCA BEAMAN / COR 1931 JEFFERSON DAVIS HWY ARLINGTON VA 22240 Phone: 703-607-2077 FAX:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 03-Feb-2003						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS No. (%)	
NOTE: Additional provisions and representations [] are [] are not attached.						
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)	

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001

FY03 Call 0001 Labor

T&M - Covers initial 90 Days of support

PURCHASE REQUEST NUMBER DWAM20480-RFQ

PROJECT FMMP

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001AA

480.00 Hours

Manager

T&M

PURCHASE REQUEST NUMBER DWAM20480-RFQ

PROJECT FMMP

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001AB

1,200.00 Hours

Senior Consultant

T&M

PURCHASE REQUEST NUMBER DWAM20480-RFQ

PROJECT FMMP

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC	Consultant	1,200.00	Hours		
	T&M				
	PURCHASE REQUEST NUMBER DWAM20480-RFQ				
	PROJECT FMMP				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	Associate	480.00	Hours		
	T&M				
	PURCHASE REQUEST NUMBER DWAM20480-RFQ				
	PROJECT FMMP				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel	7,900.00	Cost		
	COST - COST - Travel in accordance with the Joint Travel Regulation (JTR). The contractor shall be reimbursed for actual expenses incurred, and allowable based on the JTR. Travel shall be approved in advance by the Contracting Officer's Representative. Travel shall not commence until approval is received. Any cost expenses over \$25.00 must be supported by receipts.				
	PURCHASE REQUEST NUMBER DWAM20480-RFQ				
	PROJECT FMMP				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Other Direct Costs COST PURCHASE REQUEST NUMBER DWAM20480-RFQ PROJECT FMMP		Cost		

ESTIMATED COST

SECTION C Descriptions and Specifications

DEPARTMENT OF DEFENSE
OFFICE OF THE UNDER SECRETARY OF DEFENSE (COMPTROLLER)General Performance Work Statement
for
Web Site Development and Management BPA
Version 3.1

1.0 Background

The Department of Defense's financial and business management operations and systems span numerous organizations and functions. Over time, these systems and processes have been developed in isolation from one another, giving rise to duplication of data and lack of system and process integration. This creates a disjointed financial and business environment where accurate, reliable and timely data is not readily available to DoD management. To rectify this situation, the Secretary of Defense has stated the Department will be managed in an effective, business-like manner in which accurate, reliable and timely financial information, affirmed by clean audit opinions, is available on a routine basis to support informed decision making at all levels throughout the Department. The Office of the Comptroller, (OUSD(C)), directly responsible for fulfilling the Secretary's mandate, has embarked on several major reform initiatives, all of which will require clear communication and a promulgation of cultural change to achieve the Secretary's vision. Although there are several reform programs being handled by different offices within the OUSD(C), it is imperative that the Comptroller disseminate these reform programs from a consolidated position.

2.0 Objective

In support of this cultural change and the re-structuring of the Department's business operations, the Comptroller's Office has an immediate requirement for web site development and management. These web sites will be official Comptroller sites. The web sites must propagate the many reform initiatives being conducted within the OUSD(C) in a coordinated, cohesive, comprehensible manner.

Under this Blanket Purchase Agreement (BPA), the contractor shall create and maintain Comptroller web sites, including any and all subordinate pages providing the primary public and restricted repository for content and communications related to the reform efforts within the Comptroller's offices.

3.0 Scope

Work to be performed under this Blanket Purchase Agreement shall be in support of the Office of the Under Secretary of Defense, Comptroller (OUSD(C)). Much of the work to be performed will require interaction with staff components under the auspices of the OUSD(C).

The focus of this Blanket Purchase Agreement is to produce Comptroller web sites that comply with all DoD Internet and Web Site guidance and directives, and are also Section 508 compliant.

4.0 Tasks

4.1 Web Site Program Management Plan

The contractor shall develop an overall, integrated plan detailing the specific aspects of Web Site Development and Management for the OUSD(C). The plan must include a Plan of Actions and Milestones (POA&M) that includes a schedule of key events and narrative description of planned activities. The plan must also include activities required to coordinate with Government and other contractors working on business transformation/process improvement initiatives.

4.2 Design, Develop and Support Web Site(s)

The contractor shall design, develop, maintain, and support unrestricted access web sites for OUSD(C) housed under the www.dtic.mil/comptroller address. (This standard address will be changing in the near future to www.dod.mil/comptroller.) It is expected that these web sites will be the primary repository for content and communications related to the Comptroller's office and all subordinate offices and efforts. The contractor shall also design, develop, maintain, and support restricted access web sites for OUSD(C), to be hosted either by DTIC or by OUSD(C) personnel. To develop, maintain and support these web sites, the Government, at a minimum, requires design and development of the web site structure and framework; web site content development; incorporation of web-enabled applications to link the web sites to various other databases and applications; appropriate security controls; technology integration and support; and site updates and enhancements.

4.3 Task Management

The contractor shall use a disciplined project management approach to plan, monitor, adjust and control the interrelated activities and deliverables of the web site development and management. This may include generation of status reports to include Earned Value (EV) reporting; issue resolution reports; expense and labor reports; and travel summaries. The contractor shall integrate the web site development and management project plan within any applicable overall program plans of the specific OUSD(C) office issuing a Call against this BPA. Project baseline management documents must be compatible with MS Project when so specified in a Call.

5.0 General Instructions

5.1 Non-Disclosure

This Performance Work Statement (PWS) may require the contractor to access data and information proprietary to a contractor or government agency and/or of such a nature that its dissemination or use, other than in performance of this PWS, would be adverse to the interests of the government and/or others.

The contractor, including contractor personnel, subcontractors, and consultants, shall not divulge or release data or information developed or obtained in performance of this PWS except to authorized government personnel or upon written approval of the Contracting Officer or Contracting Officer Representative. The contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as required in the performance of this PWS. The limitations above do not apply to data or information that has been made public by the government. All products, deliverables and work produced, as well as associated back-up documentation, will be considered the property of the Government. Contractors will be expected to sign Non-Disclosure Agreements.

5.2 Security/Identification Badges

All contractor personnel requiring access to the Government work spaces will complete a National Agency Check (NAC). If an emergency situation exists, and the contractor requires access to the Government work space in advance of completing the NAC, the contractor employee may begin work with a waiver from the COR. Completion of submission requirement for the NAC is required for waiver approval.

5.2 Equipment and Materials

Government Furnished Equipment. If so specified in an individual Call, the Government shall furnish a working environment, telephone and other office support equipment, to include Internet access.

Government Furnished Information. The Government shall provide reasonable access to meetings. The Government will provide background information as necessary to enable the contractor to perform tasks specified in individual Calls.

Contractor. If so specified in an individual Call, in cases where the Government provides the working environment, telephone, and other office support equipment, the contractor must furnish a work station/laptop. If the computer equipment is to be hooked to the DFAS or OUSD(C) network, the contractor shall make all network security settings required by the DFAS or OUSD(C) network administrator.

5.3 Travel

The contractor shall be required to attend local meetings at the direction of the Government. For the purposes of this contract, local is defined as within 50 miles of the Pentagon. The contractor may be required to travel to field sites, conferences, and other meetings to support the overall goals of the contract. Travel costs will be reimbursed to the contractor in accordance with the Joint Travel Regulation.

The contractor shall provide advance notification for travel to facilities outside the Washington DC metropolitan area, as well as travel to locations requiring additional Government coordination. All travel requires advance authorization by the COR. Authorization requests shall be submitted NLT 15 working days prior to the proposed travel start date, and all travel shall be conducted in accordance with the Joint Travel Regulation. Travel authorization requests shall include the following:

- Title, purpose/objective, expected outcome
- Date, time (window), and location
- Proposed itinerary
- Proposed meeting/activities agenda
- Number of contractor participants
- Desired Government participants
- Requested Government support
- Estimated costs

The contractor shall prepare a trip report no later than 5 days following the conclusion of the trip, providing actual costs, attendees, and a description of activities conducted on the trip.

5.5 Other Direct Costs

Other direct costs (ODCs) covered by this agreement may include but are not limited to: art, graphics, local travel, parking fees, communications charges, meeting facility charges, conference fees, workshop participant meals, reproduction, printing, duplication, scanning costs, and other related expenses. Allowable ODCs will be specified within each Call issued against this BPA. The contractor may submit charges supporting the delivery of requested services in accordance with existing government guidelines for expenses. Monthly parking fees for assignment at the official duty station are not considered allowable other direct costs.

5.6 Period of Performance

Each Call shall specify the exact duration of that Call. Daily working hours will be detailed in each Call.

5.7 Place of Performance

Each call will specify the place of performance. Two of the places of performance may include The Pentagon and the Financial Management Modernization Program Management Office, 1931 Jefferson Davis Highway, Arlington, VA. The Government recognizes there may be contractor support personnel not located at the Government place of performance.

5.8 Electronic Version of Work Product and Deliverables

All work products and final deliverables, whether delivered electronically or via paper, will be provided to the Government in a form that can be read and edited using the Microsoft Office 97 suite of software.

5.9 Record Review

At the Government's request, the contractor must disclose internal records for review. This may include, but is not limited to, payroll records, personnel qualifications, and/or quality control records.

DEPARTMENT OF DEFENSE
OFFICE OF THE UNDER SECRETARY OF DEFENSE (COMPTROLLER)

Web Site Development and Management

BPA CALL 0001
Version 2.8

1.0 Background

The Department of Defense (Comptroller) established a Blanket Purchase Agreement (BPA) to obtain web site development and web site management support. This first Call to the BPA addresses the work required to develop, implement and maintain a website for the Financial Management Modernization Program (FMMP).

2.0 Objective

The objective of Call 001 is to develop, field and support the FMMP web site.

3.0 Tasks

3.1 Coordination With Other Initiatives/Efforts

The contractor shall interact with Government and contractor personnel involved in other Government initiatives and efforts to establish a clear understanding of appropriate web site support to those activities. This coordination shall begin during the planning and design phases of this Call and continue throughout the sustainment phase.

3.2 Develop and Support the FMMP Web Site

The contractor shall develop, maintain and support the FMMP web site consistent with the design approved by the Government. The unrestricted access portion of this site shall be hosted on DTIC servers and reached through the www.dtic.mil/comptroller Internet address. (This standard address will be changing in the near future to www.dod.mil/comptroller.) This web site shall be the primary repository for content and communications related to the FMMP program. The restricted access portion of the web site will be hosted either on DTIC servers or by OUSD(C) personnel. The decision regarding the restricted access site hosting will occur at a later date.

3.2.1 Design of Web Site and Information

The contractor shall design the FMMP web site to contain easy-to-follow information paths and navigation tools, and be visually attractive (clean and professional looking) and easy to use (i.e., enable users to avoid extensive “clicking” to navigate and uses an “information layering” approach to drill down to the level of detail as defined by the user). The contractor shall design the web site to be Section 508 compliant. The contractor shall design the FMMP web site to be

consistent with the structure and format of the Comptroller web site and have a common “look and feel.” The FMMP web site design shall be approved by the Government prior to development.

3.2.1.1 Public Web Site

The contractor shall design a publicly accessible web site with appropriate FMMP information to meet the ‘public’ user’s needs. This site must contain the latest important information on FMMP initiatives.

3.2.1.2 Restricted Web Site

The contractor shall design a restricted web site that will contain sensitive/non-public information to meet the ‘.mil’ user’s needs. The contractor shall advise the Government on alternative security measures to limit access to the .mil community, and shall implement the solution selected by the Government.

3.2.1.3 Web-enabled Applications

The contractor shall design the FMMP web site to incorporate web-enabled applications. To this end, the contractor shall work with the Government to define requirements and evaluate alternate design options prior to delivering web application and interface design. The contractor shall incorporate search capabilities, a user feedback form to provide comments back to the applicable Comptroller personnel and Webmaster, and secure links to external databases.

Specific web-enabled applications to be incorporated include:

- Linking, posting and providing for on-line updating of the existing Performance Metrics developed by Accounting Policy. This involves approximately 100 metrics, updated monthly. The contractor shall work with other software developers to create a seamless environment on the site for posting, viewing and updating these performance metrics.
- Creating an automated mechanism for community members to schedule, track and receive feedback from the FMM PMO on the System Review process.
- Creating an email feedback form on the FMMP pages.
- Linking and controlling access to both the Financial Management Enterprise Architecture Repository database and the Business Lines and System Inventory Database.

3.2.1.4 Site Integration and Support

To ensure that the web site remains continuously functional, the contractor shall achieve and maintain a thorough understanding of the technology, interfaces, and server environments within the DoD and especially the OSD communities and ensure seamless integration and coordination of the FMMP web site with these organizations and technologies. The contractor shall work with all appropriate OSD and DoD entities to launch the FMMP web pages at Defenselink. Since

the site will require updates and periodic technology refreshment, the design shall facilitate incorporation of updates and new technologies.

3.2.2 Development of Web Site and Contents

The contractor shall, with Government supervision and guidance, develop, write, edit and code the Financial Management Modernization Program Web Site, to include web-enabled applications and web site information content, and implement/field the site after Government approval. The content will be both originally developed by the contractor and generated by FMMP personnel, contractors, and key officials within DoD. The FMMP web site must contain content that is not only factual and complete, but also “user friendly” (i.e., easy to read and understand while still communicating the facts of the program). It must also incorporate graphical elements to make the information and communications more easily understood.

Contractor personnel primarily responsible for the web site development to meet at least weekly with FMM Program Management Office (PMO) personnel, other key stakeholders, and any additional pertinent contractors as necessary to understand, recommend and plan for any modifications to the site as well required updating and/or refreshing. The contractor shall support weekly updates to the web site.

3.2.3 Ongoing Web Site Content Updates and Enhancements

The contractor shall provide updates and timely maintenance of the FMMP web site. The contractor shall support weekly updates to the web site, based on Government direction regarding what the weekly updates/changes are. In addition, the contractor shall advise the government of any changes/updates the contractor identifies as appropriate and/or necessary to support Government objectives.

3.3 Project Management

The contractor shall develop and maintain an overall, integrated plan detailing the specific development and management aspects of the FMMP Web Site. The plan must include a Plan of Actions and Milestones (POA&M) that includes a schedule of key events and narrative description of planned activities, and incorporate Earned Value-type progress management. The contractor shall not proceed into design or development activities until the Government has approved the project management plan.

The contractor shall use a disciplined project management approach to plan, monitor, adjust and control the interrelated activities and deliverables of this call. The contractor shall use the plan as the basis for this management. The contractor will be expected to coordinate the web site program management plan within the PMO Support Baseline PMP and the Change Management, Communications and Performance Measures/ Metrics PMP. The contractor shall ensure the Call's baseline management documents are compatible with MS Project.

4.0 General Instructions

4.1 Non-Disclosure

Call 001 will require the contractor to access data and information proprietary to a government agency and/or of such a nature that its dissemination or use, other than in performance of this Call, would be of adverse to the interests of the government and/or others.

The contractor, including contractor personnel, subcontractors, and consultants, shall not divulge or release data or information developed or obtained in performance of this Call except to authorized government personnel or upon written approval of the Contracting Officer or Contracting Officer Representative. The contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as required in the performance of this PWS. The limitations above do not apply to data or information that has been made public by the government. All products, deliverables and work produced, as well as associated back-up documentation will be considered the property of the Government. Contractor personnel will be required to sign Non-Disclosure Agreements.

4.2 Security/Identification Badges

All contractor personnel requiring access to the Government work spaces will complete a National Agency Check (NAC). If an emergency situation exists, and the contractor requires access to the Government work space in advance of completing the NAC, the contractor employee may begin work with a waiver from the COR. Completion of submission requirement for the NAC is required for waiver approval.

4.3 Travel

The contractor shall be required to attend all local meetings at the direction of the Government. For the purposes of this contract, local is defined as within 50 miles of the Pentagon. The contractor may be required to travel to field sites, conferences, and other meetings to support the overall goals of the call. Travel costs will be reimbursed to the contractor in accordance with existing government guidelines for official travel.

4.4 Other Direct Costs

Other direct costs (ODCs) covered by this agreement may include but are not limited to: art, graphics, local travel, parking fees (for personnel assigned to the FMM PMO while on their weekly visit to the PMO), communications charges, meeting facility charges, conference fees, workshop participant meals, reproduction, printing, duplication, scanning costs, and other related expenses. The contractor may submit charges supporting the delivery of requested services in accordance with existing government guidelines for expenses. Monthly parking fees for assignment at the official duty station are not considered other direct costs.

4.5 Period of Performance

The initial period of performance for this call is 90 days from date of issue. It is anticipated that the performance period will be extended until 30 September 2003.

4.6 Electronic Version of Work Product and Deliverables

Work products and final deliverables (other than web pages and web site applications), whether delivered electronically or via paper, will be provided to the Government created with the Microsoft Office 97 suite of software.

Web pages and web site applications shall be delivered in the appropriate format based on the web site technology selected and approved by the Government.

4.7 Record Review

At the Government's request, the contractor must disclose internal records for review. This may include, but is not limited to, payroll records, personnel qualifications, and/or quality control records.

4.8 Intellectual Property Rights

All work performed in support of any calls issued from the BPA become the property of the Government.

SECTION E Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0001AC	Destination	Government	Destination	Government
0001AD	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE:

52.246-6	Inspection--Time-And-Material And Labor-Hour
52.246-16	Responsibility For Supplies

MAY 2001
APR 1984

SECTION F Deliveries or Performance

DELIVERY INFORMATION

CLINS	DELIVERY DATE	UNIT OF ISSUE	QUANTITY	FOB	SHIP TO ADDRESS
0001	3.00 DAYS ADC				OFFICE OF THE UNDER SEC. OF DEFENSE COLONEL REBECCA BEAMAN / COR 1931 JEFFERSON DAVIS HWY ARLINGTON VA 22240
0001AA	3.00 DAYS ADC	Hours	480.00	Dest.	Same as CLIN 0001
0001AB	3.00 DAYS ADC	Hours	1,200.00	Dest.	Same as CLIN 0001
0001AC	3.00 DAYS ADC	Hours	1,200.00	Dest.	Same as CLIN 0001
0001AD	3.00 DAYS ADC	Hours	480.00	Dest.	Same as CLIN 0001
0002	3.00 DAYS ADC	Cost	7,900.00	Dest.	Same as CLIN 0001
0003	3.00 DAYS ADC	Cost		Dest.	Same as CLIN 0001

CLAUSES INCORPORATED BY REFERENCE:

52.242-15 Stop-Work Order

AUG 1989

SECTION G Contract Administration Data

SECTION H Special Contract Requirements

SPECIAL CONTRACT REQUIREMENTS AND PROVISIONS

SECURITY

(a) Security Requirements

The Calls issued under this BPA may be designated as sensitive and/or classified, therefore, contractor personnel performing under this BPA are required to have a personnel security investigation. Where access to classified data is required the contract personnel must be cleared to the appropriate level. If adverse information is reflected as a result of this investigation, the contractor must provide employees that are suitable for working in sensitive/classified position(s).

(b) Security Investigation Requirements

All contractor personnel requiring access to DoD facilities in the performance of work on this contract shall have a completed National Agency Check (NAC) on file. The individual security requirement will be satisfied using the Electronic Personnel Security Questionnaire (EPSQ). ESPQs are available for downloading on the Defense Security Service (DSS) Web Site at www.dss.mil/epsq. All security requests must be accompanied with a copy of the contractor employee's birth certificate or passport. These will be submitted to the servicing security manager who will make fingerprinting arrangements for the prospective contractor employee. The security manager will review all documentation for any derogatory information and make recommendations/determination for the employment of the contractor employee. Foreign Nationals must submit appropriate documentation from the Immigration and Naturalization Service (INS). The COR/GPOC will notify the contractor when contractor employees have been approved for access to the facility. If an emergency situation exists, and the contractor requires access to DoD systems the contractor employee may begin work with a waiver of pre-appointment approved by the proponent Director.

(c) Equipment/Network Access

The Government LAN Administrator will not create Novell and Outlook accounts for Contracted employees prior to the completion of a personnel security investigation. The Contractor shall allow enough lead time to have this security process completed prior to the EOD date of the new employee. Only Government Furnished Equipment (GFE) shall be connected to the Government's Local Area Network.

(d) Facility Access Requests

On company letterhead the contractor shall provide the COR, elsewhere named in this award, with the specific names of the individuals requiring building access and their expected date/time of arrival. This should be accomplished no later than 14 days of the anticipated report date. Upon receipt, The COR will initiate "in-processing" procedures IAW current DoD badge requests/new employee LAN setup procedures.

(e) Contract Security Classification Specification

Any DD Form 254 Security Classification Specification applicable to this BPA is to be provided by the Program Office receiving the support prior to the issuance of a delivery order/BPA Call award requiring classified access. A modification to the BPA Master Agreement will be completed upon receipt of an approved DD Form 254 Classification Specification.

SECURITY AND PRIVACY

The contractor may be required to have access to highly sensitive and/or confidential information in the performance of Calls /under this BPA.. The contractor shall not divulge any information about OUSD(C) activities or functions, or any other knowledge that may be gained, to anyone not expressly authorized by the OUSD(C) Program Manager. The collection of the OUSD(C) proprietary information shall remain confidential.

PROPRIETARY INFORMATION

All work performed is proprietary to OUSD(C) and the contractor shall not release any information regarding the work to anyone else unless given written permission by the Government.

KEY PERSONNEL

(a) Key Personnel Definition

Certain skilled experienced professional and/or technical personnel are essential for successful Contractor accomplishments of the work to be performed under a BPA. These are defined as "Key Personnel" and are those persons whose resumes were submitted for evaluation of the quote, and marked by the vendor as "Key Personnel". No substitutions shall be made of accepted key personnel except for sudden illness, death, or termination of employment. Requests for substitutions shall only be accepted if in compliance with Subparagraph (b), "Substitution of Key Personnel", below. If one or more of the key personnel becomes, or is expected to become, unavailable for work under the resulting BPA for any of the foregoing reasons, the BPA may be amended in accordance with Subparagraph (b).

(b) Substitution of Key Personnel

All Contractor requests for personnel substitutions hereunder shall be submitted in writing to the Contracting Officer's Representative (COR) and the Contracting Officer at least twenty-five (25) calendar days in advance of the effective date, whenever possible. This request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer necessary for approval or disapproval of the proposed substitution. An interview of the substitute may also be requested. The authorized representative and the Contracting Officer will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing. All proposed substitutions shall be determined by the Government to have qualifications and job status equivalent to the person being replaced.

(c) Key Personnel Designation

For the purpose of the overall base BPA the following Contractor employees are designated as key personnel:

<u>Name</u>	<u>Position Title</u>
_____	Contractor's Project Manager

The Project Manager shall be the Contractor's authorized point of contact with the Government Contracting Officer and the Contracting Officer's Representative. The Project Manager shall be responsible for formulating and enforcing work standards, assigning schedules, and reviewing work discrepancies, and communicating policies, purposes, and goals of the organization to subordinates.

[Additional, key personnel may be proposed by the Contractor or designated by the Government in task orders/BPA calls issued for performance under this Contract. The provisions under the Key Personnel Requirements clause shall be applicable to these designations.]

TRAVEL

The contractor may be required to travel to other Government sites in the performance of this contract. All travel shall be performed in accordance with the Government Joint Travel Regulation (JTR). The contractor shall only perform travel when requested or approved to do so by the COR or other authorized government official. The amount of travel that is expected during the life of this contract is minimal.

PLACE OF PERFORMANCE: The contractor shall perform the work identified in the Performance Work Statement on-site at the Defense Finance and Accounting Service, 1931 Jefferson Davis Highway, Arlington, VA.

PERIOD OF PERFORMANCE: The duration of the blanket purchase agreement shall be five years from date of award.

GOVERNMENT FURNISHED PROPERTY: The contractor shall be provided access to Government documentation and systems necessary to complete work on this task.

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.202-1	Definitions	DEC 2001
52.215-2	Audit and Records--Negotiation	JUN 1999
52.217-8	Option To Extend Services	NOV 1999
52.232-7	Payments Under Time-And-Materials And Labor Hour Contracts	FEB 2002
52.245-1	Property Records	APR 1984
52.245-5	Government Property (Cost-Reimbursement Time-And-Materials, Or Labor Hour Contracts)	JAN 1986
52.246-25	Limitation Of Liability--Services	FEB 1997
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.204-7004	Required Central Contractor Registration	NOV 2001
252.227-7015	Technical Data--Commercial Items	NOV 1995
252.227-7016	Rights in Bid or Proposal Information	JUN 1995
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (SEP 2002)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (Aug 1996) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iv) 52.225-13, Restrictions on Certain Foreign Purchases (July 2000) (E.O.'s 12722, 12724, 13059, 13067, 13121, and 13129).

(v) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Feb 2002).

(v) 52.233-1, Disputes (Jul 2002).

(vi) 52.244-6, Subcontracts for Commercial Items and Commercial Components (Dec 2001).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Sept 2002) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (Dec 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793). (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(vi) 52.222-41, Service Contract Act of 1965, As Amended (May 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands).

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (APR 1998) (E.O. 12856) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act--Supplies (May 2002) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use within the United States if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition--

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(ix) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (June 2000) (46 U.S.C. 1241).
(Applies to supplies transported by ocean vessels.)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (FEB 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination

for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

SECTION L Instructions, Conditions and Notices to Bidders

QUOTE SUBMISSION REQUIREMENTS

This solicitation will be processed under FAR Subpart 8.4. The Government intends to establish a blanket purchase agreement (BPA) against the successful vendor's General Services Administration Schedule Contract. If the quote you submit is NOT based on a current GSA schedule contract it will NOT be considered.

Vendors' must submit one electronic (e-mail with Microsoft Office attachments is preferred), or two hard copies of the (1) Technical Information, (2) Past Performance Information, and (3) Price Quote, and (4) and one hard copy of the applicable GSA Schedule in its entirety (and labor category description supplement, if applicable). Facsimile copies will NOT be accepted. Please only submit in hardcopy if email is NOT feasible.

(1) Technical Information

Your technical information must be developed based on the instructions below. The complete technical information shall not exceed 30 pages.

The technical information provided shall include a response to the Government's Statement of Work (SOW) (BPA Call 0001) which will be issued after award. This response shall include a discussion of vendor's capabilities as it relates to the work described. In preparing the technical information response vendors shall address the following factors:

Technical Approach. The technical approach provided by the contractor for accomplishing the requirements of the SOW must be sufficiently detailed and presented in the quote to demonstrate to OUSD(C) the complete understanding of what is required to develop, document and implement a web site for the Financial Management Modernization Program (FMMP). The technical approach must discuss the tasks of securing and protecting web site data and incorporating an information assurance strategy. Additionally, the technical approach should demonstrate an understanding of what is required to link disparate databases to the FMMP web site and indicate an understanding and technical competence with Section 508 compliance. Technical approaches that demonstrate specific knowledge of Department of Defense (DoD) and DFAS policies and procedures, and experience with the systems included in the requirements, will be evaluated more favorably than those that do not demonstrate this knowledge and experience.

Program Management Approach. Management approach is often critical to meeting the time and cost constraints of the requirements of the SOW. Therefore, the management approach quoted must provide explicit details as to how the effort will be managed. The management approach shall clearly demonstrate: the ability to use a disciplined,

structured management approach to accomplish the work; the ability to estimate the effort required; an understanding of appropriate control mechanisms for assessing and reporting progress of the work; an understanding of working relationships required between various contractors involved with the Financial Management Enterprise Architecture and the interaction required to accomplish the work. Management approaches that specifically describe the management controls that will be established and used to monitor individual and/or overall tasks, while keeping management overhead, as well as other costs to a minimum, shall be evaluated most favorably.

(2) Past Performance Information

Evaluation of past performance shall be an assessment based on consideration of facts and circumstances. When assessing the quality of the Contractor's past performance, the Government shall seek to determine whether the Contractor consistently demonstrated a concern for customer satisfaction.

Evaluation of past performance considers, but is not limited to, the following:

- Quality of deliverables reported (conformance to contract requirements and relevant standards, overall workmanship)
- Timeliness of deliverables reported
- Success in resolving issues during the conduct of the effort
- Performance sufficient to be rehired
- Cost control
- Experience with hosting pages and working with the Defense Technical Integration Center (DTIC)
- Relevance of past performance; doing web site development and maintenance work for DoD, and/or OSD, and/or other Government agencies.

Vendors shall demonstrate that their firm has the breadth and depth of experience appropriate to provide the services required by this request. Vendors must furnish reference information that demonstrates successful performance on relevant past contracts. List five relevant contracts with other organizations, Government and/or commercial, performed by your organization over the past 3 years that are similar in size and scope for the same or similar services as this requirement. Relevancy includes similarity of the experience to the required services necessary to support the OUSD(C) mission as required. The Government reserves the right to contact any or all of these organizations for the purpose of verifying information provided and to ascertain satisfaction with the work performed. The requested format for submission of contract references follows:

Contract Number
Contracting Agency (Name/Address)
Program Title
Contract Value

Contract or Task Order Start/completion Date

List, if any, the names of teaming partners and/or subcontractors, who performed on the contract quantifying the percentage contribution of yourself and any others.

Brief description of the effort (one page only) (include in the description a list of any quality awards/certifications received for work performed for this contract).

Government/Commercial Project manager Name, Address, Voice Phone;

Government/commercial Technical Point of Contact: Name, Address, voice Phone, FAX Phone.

Describe how your past performance/efforts in each of these contracts relates to the required SOW.

(3) Price Quote

This request is being competed to establish a blanket purchase agreement under the multiple award schedule contracts issued to vendors by the General Services Administration. You must cite the GSA Schedule Contract Number on which your price quote is based. It is important that you submit your best discounted rates in response to this request. Labor rates submitted are to be fully burdened.

Vendors shall submit a percentage discount from their current GSA Schedule rates covering the base period of performance and each optional period. This discount shall be expressed as a percentage reduction of the schedule rates for each CLIN in the GSA Schedule.

Period of Performance	Discount %
Base Year – POP: Award – Sep 30 2003	_____
Option Year 1 – POP: Oct 1 2003 – Sep 30 2004	_____
Option Year 2 – POP: Oct 1 2004 – Sep 30 2005	_____
Option Year 3 – POP: Oct 1 2005 – Sep 30 2006	_____
Option Year 4 – POP: Oct 1 2006 – Sep 30 2007	_____

Vendors shall apply the discounted rates in a price quote for performance of the requirements identified in the Government provided SOW (BPA Call 0001). The SOW (BPA Call 0001) price quote applies the vendor's discounted hourly rates to the Government's estimate of the labor categories and hours required for BPA Call 0001. The labor category titles identified in the Section B CLIN listing are typical of the type normally found on GSA schedule contracts. **In cases where a vendor's labor category title is different from that shown, the vendor's corresponding labor category title from their GSA schedule shall be substituted in the price quote submission.** Labor categories identified must be appropriate for the work identified in the SOW. Vendors

must also include any Other Direct Costs (ODCs) contemplated by the vendor in the performance of the requirement. List each anticipated cost for ODCs. The price quote for the BPA Call 0001 tasks identified in the SOW must be entered for each labor category identified by the Contract Line Item Numbers (CLIN) shown in Section B. Include pricing for the base period and the option year CLINs. In order to be considered for award the quote must contain both the percentage discount table and the completed CLIN pricing for the BPA Call 0001.

BPA CALL 0001 PRICING

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	FY03 Call 0001 Labor				
0001AA	Manager	480	hours		
0001AB	Senior Consultant	1200	hours		
0001AC	Consultant	1200	hours		
0001AD	Associate	480	hours		
0002	FY03 Call 0001 Travel	\$7,900	cost		\$7,900
			cost		
0003	FY03 Call 0001 Other Direct Costs				

(4) GSA Schedule

Vendors are required to submit one complete copy of the applicable GSA Schedule. If the GSA Schedule does not include a description of the qualification and experience level for each listed labor category, a supplemental document that contains the information must be furnished.

SECTION M Evaluation Factors for Award

EVALUATION FACTORS

OUSD(C) will consider the following criteria when evaluating the contractors' quotes. OUSD(C) believes that each evaluation criterion is critical to the effective accomplishment of the tasks in the statement of work (SOW). Therefore, failure to fully meet any criterion could disqualify a quote. **Technical Approach, Program Management Approach, and Past Performance are all of equal importance and collectively considered more important than Price.**

Factor 1: Technical Approach

Factor 2: Program Management Approach

Factor 3: Past Performance

Factor 4: Price

[The vendor's quoted prices as required in the Section B schedules using the percentage discount from the GSA Schedule pricing data as required in Section L will be used for the price evaluation. The price evaluation will validate that discounted pricing is quoted.]

AWARD SELECTION BASIS

Award of a BPA will be made to the single, responsible vendor whose technically acceptable quote is determined to offer the greatest value to the Government. In determining value, the Government will consider the evaluation results achieved for the technical, program management, and past performance factors with the inclusion of price.

The Government will make an award based on the best value to the Government, which ultimately may not be the highest technically rated proposal or the lowest cost proposal.